

## FY2012 Business Services Section ES&H Roll-Up Assessment

<b>Dates covered</b>	<b>10/01/2011– 09/30/2012</b>
<b>Division/Section/Center</b>	<b>Business Services Section</b>
<b>Author</b>	<b>Jeff Irvin and Greg Mitchell</b>
<b>Mandatory Topical Area</b> <b>OSHA Style Inspections</b>	<p>In FY2012, the ES&amp;H Section conducted Highly Protected Risk (HPR) Inspections in 15 of the 25 BSS buildings (excluding the 60 residences). There were no serious deficiencies of Life Safety Code or OSHA Standards identified and no Category 1 or 2 Findings.</p> <p>See below, “Management Assessments.”</p>
<b>Mandatory Topical Area</b> <b>Management Assessments</b>	<p>An important component of the BSS ES&amp;H Self-assessment Program is the monthly management tour. A schedule is created at the beginning of each year so that the BSS senior management covers each of the Section’s areas twice per year. The members of the tour include BSS Head/Acting Head (Dave Carlson/Jeff Irvin), BSS Deputy Head (Jeff Irvin), Senior Safety Officer (Greg Mitchell), Fire Chief (Jack Steinhoff/Chuck Kuhn), BSS Department Managers, building managers, and members of the BSS Safety Committee for the areas being toured. The DOE FSO and the Chief Operating Officer are invited and almost always participate. The management tour process includes a physical inspection of the work areas, at which time the SSO and participants inspect to OSHA and FESHM. Topical discussions and inspections also occur based on recent activities that may be applicable at the time of the tour. The results of management tours are documented in frESHTRK. The most common</p>

	<p>non-compliance trends observed in FY2012 were the inappropriate use of power cords and exit/emergency lights that were not fully operating.</p> <p>Section Office management toured all occupied BSS areas at least twice in FY2012 and Accommodations areas at least once.</p> <p>There were no serious OSHA violations noted and no Category 1 or 2 Findings identified on the management tours, or on any assessment of BSS work activities, or areas of operations, or management processes.</p> <p>The Laboratory Director toured Fermilab Fire Department and BSS Vehicle Maintenance locations. The tour was informative for the Director, allowing him the opportunity to meet the new Fire Chief and see improvements in BSS areas of operation. The tour also allowed the Director to see activities performed by BSS employees at their specific work locations, and the employees appreciated the Director's personal participation.</p> <p>ES&amp;H training is continuously reviewed. BSS maintained at least 98% ITNA completion, and greater than 98% training completion throughout FY2012.</p> <p>As part of the implementation of Fermilab's SPCC, personnel from BSS Property Department perform a monthly inspection of the SPCC defined oil drums (per FESHM), and the BSS Environmental Officer (EO) verifies that the monthly inspections took place in the prior month. BSS SPCC Storage Locations are the Railhead and Warehouse 2.</p> <p>As planned, the Fermilab Fire Department performed self-assessments for one third of their self-assessment elements (six of the eighteen). There were no major actions/revisions required.</p>
--	--

	<p>The BSS Housing Office conducted over 50 inspections of arrival, departure, or general inspections of houses, apartments, and dormitories in FY2012. There were nine food service inspections performed by a subcontracted vendor in FY2012 (three each at Wilson Hall Cafeteria, Chez Leon, and Users Center). All Recommendations and Opportunities for Improvement were completed.</p> <p>In FY2011, DOE Headquarters conducted a site visit concerning the DOE metal recycling suspension and impact on Fermilab, including BSS operations. A major component of the visit was to assess the impact of the continued suspension in terms of resources (e.g. loss of revenue from sale of metals, large amount of dedicated storage space, additional material handling and administrative oversight). In FY2012, the ES&amp;H Section prepared a response to the DOE report and BSS participated in the response and implementation of the recommendations. BSS effort included revisions to the Material Move Request (MMR) form and revisions to BSS Railhead procedures and Scrap Metal Recycling Program.</p> <p>On an annual basis, the DOE Active Facilities Data Collection System (AFDCS), is required to collect and maintain data in support of the DOE's response to the requirements of the Government Management Reform Act of 1994 (GMRA). In FY2012, eight BSS areas were inspected based on the potential for environmental contamination (e.g. radiological, underground fuel tanks/oil, and asbestos). The final report will not be available until October, however, there are no Findings expected for the BSS areas.</p> <p>In FY2012, the DOE FSO conducted an assessment of Fermilab's Green House Gas (GHG) accounting program. The assessment included a review of the data input that is done by the Fleet Manager (BSS Vehicle</p>
--	--

	<p>Management) to the Federal Automotive Statistical Tool (FAST). There were no Findings or concerns with the data.</p> <p>In FY2012, the Office of Quality &amp; Best Practices performed a QA assessment of the BSS Transportation/Receiving Department. All incoming material (FedEx, UPS, vendor delivered freight, equipment, supplies, etc.) is processed by the Receiving Department before transporting to the final destination by the BSS Transportation Department. Implementation and effectiveness of controls for Work Processes described in IQA Chapter 5 and BSS requirements were examined via interview, observation, and document review. There were no Findings or concerns.</p>
<b>Mandatory Topical Area</b> <b>Tripartite Assessments</b>	<p>The FY2012 BSS Tripartite topic Commercial Driver's License (CDL) Regulation, Applicability, and Implementation. The assessment included:</p> <ol style="list-style-type: none"> <li>1. Review and verify regulatory requirements for BSS work activity (Covered by and exempt from the regulation)</li> <li>2. Review and verify training requirements for supervisors and employees</li> <li>3. Review and verify medical qualification requirements</li> <li>4. Review and verify alcohol and drug testing requirements and implementation</li> </ol> <p>The report and results are not yet available, but no significant Findings or Recommendations are anticipated.</p>
<b>Mandatory Topical Area</b> <b>Self-assessment against contractual ES&amp;H Performance Measures</b>	<p>In FY2012, BSS continuously monitored its performance against the Prime Contract ES&amp;H Performance Measures, and reviewed and discussed the performance measures and ES&amp;H Leading/Lagging Indicators relevant to BSS and also other ES&amp;H topics as the first agenda item at monthly department head meetings.</p> <p>BSS management reviewed the PEMP to determine how to contribute to the positive outcome of ES&amp;H Performance Measures and found that a contribution could be made to ES&amp;H PEMP Goal 5.1 "Sustain Excellence and</p>

	<p>Enhance Effectiveness of Integrated Safety, Health, and Environmental Protection; <i>Notable Outcome: Demonstrate a maturing safety culture resulting in the prevention of impacts to mission through human performance improvement initiatives and Tripartite assessments across all Divisions and Sections.</i>” BSS incorporated this prime contract performance measure into the FY2012 ES&amp;H Plan and accomplished the Notable Outcomes to the extent applicable to BSS activities. BSS was represented on the HPI Panel; however, there were no recommendations from the panel for lab-wide implementation. Newly appointed BSS Senior Management (Fire Chief) attended HPI training. Note that in FY2011, 20 BSS employees attended HPI training. Those that attended included Section Head, Deputy Head, Section Office staff, all Department Heads, other Supervisors, and Task Managers. The BSS Senior Safety Officer attended the HPI Certification course.</p> <p>A Tripartite Self-assessment was also conducted (see above Topical Area).</p>
<b>Mandatory Topical Area</b> <b>Results of the FY12 D/S/C ES&amp;H Plan</b>	<p>All goals were accomplished. Please refer to the Business Services Section <u>FY2012 ES&amp;H Plan with Results</u> (September 28, 2012), attached.</p>
<b>Mandatory Topical Area</b> <b>Positive ES&amp;H initiatives and/or successes from this fiscal year</b>	<p>Below are some of the positive ES&amp;H initiatives and/or successes from this fiscal year, in addition to those that are provided in the Business Services Section FY2012 ES&amp;H Plan with Results (September 28, 2012), attached.</p> <p>Environmental related initiatives/success stories include the following:</p> <ul style="list-style-type: none"> <li>• In FY2011, BSS worked with FESS and the COO to assure that the BSS roof replacement program would be consistent with the standard for "cool roofs" according to Secretary Chu's memo of June 1, 2010. Engineering plans and approvals were obtained and procedures implemented so that any re-roofing of residential and dorms located in the</li> </ul>

	<p>Village will incorporate "cool roof" technology. In FY2012, two housing roofs were replaced with "cool roof" technology materials (one was residential housing and the other was Site 52 Security House).</p> <ul style="list-style-type: none"> <li>• The USEPA and the Illinois Office State Fire Marshall (IOSFM) issued new regulations for the operation of fueling stations. Under the new regulation, Fermilab is required to have a Class A/B certified operator and a Class C certified operator. Personnel from the BSS Transportation (Fuel Service Center) and Property Departments received training and certification in accordance with the new regulatory requirements.</li> <li>• The USEPA and IOSFM issued new regulations and requirements for Underground Storage Tanks (UST). The new regulation requires facilities to have documentation from the manufacturer that show that the UST system equipment and components are compatible with the type of fuel that is being stored and dispensed. BSS Transportation/Distribution and EO reviewed the construction project files and contracted with a vendor to provide consultation and guidance regarding equipment compatibility. The vendor acquired necessary documentation from the various equipment manufacturers to confirm that the E85 fueling system (tank, piping, connectors, etc.) is compatible for storing and transferring the ethanol-based fuel.</li> <li>• BSS Transportation/Distribution reviewed and updated existing procedures and documents to meet USEPA and IOSFM regulations which require specific documentation to be readily available at each fueling center within 30 minutes of an inspector's request. Management took the necessary action to meet</li> </ul>
--	--

	<p>compliance requirements by creating a Fuel Service Center Operations and Maintenance Manual and maintaining all the necessary documentation in the Fuel Service Center.</p> <ul style="list-style-type: none"> <li>• The Fuel Service Center replaced the fuel dispenser islands due to deteriorating metal forms and concrete.</li> <li>• The Fleet Manager has worked with D/S/C's to develop a plan and reduce the vehicle fleet (as requested by the Secretary of Energy) by 15% this year, and an additional 20% over the next two years. The 15% goal for this year was met by a fleet reduction of 24 vehicles. Fermilab has requested relief from any further reduction requirement in the form of a waiver request, which was submitted to the Fermi Site Office.</li> <li>• Electronic CarChip technology continues to be used to monitor vehicle utilization (trip data, time, date, speed, idle time, etc.) and spreadsheet analysis is performed. Reports continue to be provided to the D/S/C Fleet Representatives. The Fleet Utilization Committee continues to use the data collected to analyze usage patterns and influence behavior, resulting for example, in reduced idling time and consequent vehicle emissions.</li> <li>• The BSS Property Department shipped 3,270 pounds of alkaline batteries shipped to an offsite recycling facility in support of the Fermilab Alkaline Battery Recycling Program.</li> <li>• The BSS Property Department worked with Radiation Safety to implement the recommendations from the 2011 DOE</li> </ul>
--	---

	<p>Metals Suspension Review. The BSS efforts included modifications to the Material Move Request Form and revisions to the BSS Property Department Railhead Policy/Procedure.</p> <ul style="list-style-type: none"> <li>• The BSS Stockroom Catalog was updated with new part numbers and descriptions, and all Sustainable Acquisition (SA) products now have “SA” contained in the item part number (e.g.1234SA). Eleven SA items were added to the BSS Stockroom. All of the items were direct replacements for existing items that were being stocked (printer cartridges (8), paper food bowls and plates (2), and snow/ice melt).</li> </ul> <p>In the area of employee, subcontractor, as well as general public safety:</p> <ul style="list-style-type: none"> <li>• As a result of a DOE Lessons Learned, the BSS Property Department reviewed the use and operations of a material handling skid steer and the operator inspection and use practices. The use and operation is in accordance with the recommendations of the Lessons Learned.</li> <li>• As a result of a Fermilab Lessons Learned, the List of ES&amp;H Sensitive Items in the BSS Procurement Department ProCard User’s Guide was revised and now includes Portable Dewar Handling Carts as an ES&amp;H Sensitive Item that requires D/S SSO approval.</li> <li>• The BSS Property Department changed the ordering of standard copy paper from a ten ream box that weighs 53 pounds to a five ream box that weighs half as much. This will result in easier handling for the receiving and delivery personnel, as well as by the end user.</li> </ul>
--	--



	<ul style="list-style-type: none"> <li>• The BSS Stockroom added new products at the request of ES&amp;H Section and various FESHCom Subcommittees (e.g. reflective vests, special purpose gloves, reader magnification safety eyewear, and electrical-rated appliance cords).</li> <li>• The Fermilab Fire Department received and put into service a new fire truck that arrived in May 2012. The truck being replaced was taken out of service, placed on excess, and was selected from excess and given to another agency.</li> <li>• The Fermilab Fire Department and Fleet Manager placed an equipment order for a new brush truck that will arrive in FY2013.</li> <li>• Three forklift trucks for the BSS Property Department were received to replace three trucks that are 16 to 18 years old. All three trucks are the same for standardization of operational controls.</li> <li>• The UPS for the BSS Telecommunications Department radio equipment (located in Wilson Hall, 16th floor) was replaced with a unit that can be serviced with the cover in place and which does not expose the worker to energized electrical parts. The previous unit was of an older vintage that required the opening of a panel in order to turn a switch to the "service/maintenance" mode. The opening of the panel and location of the switch exposed the worker to energized components. Rather than continue to service that existing UPS equipment, BSS Management and BSS Telecom Department suspended service and worked with FESS Engineering and UPS vendor for selection of the new UPS that has the "service/maintenance" switch on the outside of the unit, thus eliminating</li> </ul>
--	---

	the potential for worker contact with energized components.
<b>Mandatory Topical Area</b> <b>Identified weaknesses</b>	<p>There was a motor vehicle incident (car pulled out in front of a BSS Transportation Department tractor trailer transporting a 40,000 pound load) that resulted in sudden braking of the tractor trailer and the load then moved forward on the bed of the truck. The strapping equipment involved in the incident, as well as all other cargo securing equipment, was inspected. All of the equipment that did not meet the inspection acceptance criteria was removed from service and replacement equipment was purchased. The existing ratchet assembly and strap inspection procedure was reviewed. Personnel were instructed to maintain current inspection criteria with emphasis on understanding that removal from service is warranted and supported by management, if there is any doubt about the strength or integrity of the strap or ratchet.</p> <p>In addition, the road signage at the intersection for this specific incident was reviewed with FESS Roads and Grounds personnel and it was determined that, although Fermilab roads are posted per IDOT, in this case, because of a road closure/detour that resulted in unfamiliar traffic pattern to the majority of Fermilab drivers, a "Stop" sign should have been added and the "Yield" sign removed.</p> <p>The BSS SSO discussed the incident with the other Fermilab SSO's and Task Managers/Construction Coordinators. It was agreed that in the future, all road closures/detours will be reviewed with FESS Roads and Grounds, and the impacted roadway will have a walk-down, prior to the road closure/detour. Attention will be given to type and volume of traffic flow and/or unfamiliar travel route and any required additional signage (e.g. Stop, Yield; Reduce Speed) will be added.</p>